

ACCOUNTING CLERK I - CASHIER

The City of Morgantown is announcing an opening for the position of full-time Cashier with the Finance Dept. \$13.98/hr. plus benefits. The Cashier operates computerized cashier's drawer for receipt of all City funds; balances cash drawer and prepares bank deposits; reconciles computer-generated revenue reports; maintains records of other miscellaneous revenue sources; processes City licenses; performs various clerical, typing, filing, and data entry duties as required; serves as telephone and office receptionist; responds to public inquiries, complaints, and requests; performs duties in compliance with City Code, State regulations, and departmental policies and directives.

QUALIFICATIONS

1. Requires high school graduate plus post-secondary education in a business curriculum.
2. Requires one year experience in a clerical position providing the ability to operate a cash drawer, type, use a computer, and operate normal office equipment.
3. Requires the ability to perform bookkeeping duties with a high degree of accuracy and consistency.
4. Requires passing a background investigation.
5. Ability to handle customers and patrons in a courteous, professional manner both in person and on the telephone.

Individuals interested in this position should submit a cover letter and resume by January 15, 2016, to City of Morgantown, Finance Dept., 389 Spruce St., Morgantown, WV 26505.
EOE.